

PELICAN EDUCATIONAL FOUNDATION

REGULAR BOARD MEETING

Sunday, April 13, 2025 at 4:00 PM

8716 Siegen Ln
Baton Rouge, LA, 70810

AGENDA

Notice: In accordance with the Americans with Disabilities Act, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting may request assistance by contacting us at info@kenilworthst.org

Opening Items

- I. Welcome and Call to Order
- II. Attendance and Quorum
- III. Public Comments
- IV. Approval of the minutes from the regular board meeting on February 2, 2025 – Attachment A

Information Agenda

- V. Update from the Finance Committee
- VI. Update from the Executive Director and the Team – Attachment B

Action Agenda

- VII. Approval of updated 2024-2025 operating budget - Attachment C
- VIII. Approval of 2025-2026 academic calendar - Attachment D
- IX. Approval of 2024-2025 staff accountability stipend - Attachment E
- X. Approval of performance & retention stipends- Attachment F

Closing Items

- XI. Announcements
 - i. Upcoming meetings
 - ii. LDOE new board member training
 - iii. Financial disclosure reminder
- XII. Adjournment

MINUTES

PELICAN EDUCATIONAL FOUNDATION REGULAR BOARD MEETING

Sunday, April 13, 2025 at 4:00 PM
8716 Siegen Ln Baton Rouge, LA, 70810

I. Welcome and Call to Order

These are the minutes of a regular meeting of the Board of Directors of Pelican Educational Foundation Inc. (PEF), a Louisiana non-profit corporation. This meeting was held at 4:15 p.m. on Sunday, April 13, 2025 at 8716 Siegen Ln. This meeting was called to order by Dr. Orhan Kizilkaya, the President.

II. Attendance and Quorum

Present: Dr. O. Kizilkaya, Dr. S. Wiley, Dr. O. Kazan, and Mr. S. Masarath.

Absent: Ms. M. Kilic, Mr. S. Cankirli, and Ms. V. Valdez.

Also in Attendance: Mr. H. Suzuk.

III. Public Comments

No public comment.

IV. Approval of the minutes from the regular board meeting on February 2, 2025 – Attachment A

Motion: To approve the minutes of the board meeting held on February 2, 2025

Moved by: Dr. O. Kizilkaya.

Seconded by: Dr. S. Wiley.

Discussions: The minutes of the board meeting held on February 2, 2025 were presented and discussed. Approved unanimously.

Information Agenda

V. Update from the Finance Committee

The Finance Committee meeting was held on April 13, 2025 at 3:30 PM at 8716 Siegen Ln. The participants were Dr. S. Wiley, Mr. S. Masarath and Mr. H. Suzuk. The committee discussed the following topics:

1. Welcome and Call to Order
2. Audience Introductions
3. 2024 – 2025 Operating Budget

4. Compensation & Stipends Study
5. 2025 – 2026 Budget Forecast
6. Adjournment

VI. Update from the Executive Director and the Team – Attachment B

Mr. Suzuk presented the report as detailed in Attachment B including the following items:

- Staffing Update
- Student Enrollment Data
- Academics/Culture
- NSBR School Improvement Grant
- Compensation Study
- Summer School Plans

Action Agenda

VII. Approval of updated 2024-2025 operating budget - Attachment C

Motion: To approve the updated operating budget for 2024-2025 as presented.

Moved by: Dr. S. Wiley.

Seconded by: Mr. S. Masarath.

Discussions: Mr. Suzuk presented the updated operating budget for the 2024-2025 fiscal year. Although enrollment decreased by 14 students compared to the initial projection, total revenue remained unchanged at about \$12 million. While the budget is tight, it is projected to end the fiscal year with a positive balance. The budget was unanimously approved.

VIII. Approval of 2025-2026 academic calendar - Attachment D

Motion: To approve the academic calendar for 2025-2026 school year as presented.

Moved by: Dr. O. Kizilkaya.

Seconded by: Dr. O. Kazan.

Discussions: Mr. Suzuk presented the proposed academic calendar for 2025-2026 school year. The calendar was prepared as close as possible to the EBRPSS district calendar with feedback from Kenilworth staff. It has 66348 instructional minutes which is more than required by the State. The calendar was approved unanimously.

IX. Approval of 2024-2025 staff accountability stipend - Attachment E

Motion: To approve staff accountability stipend for the 2024-2025 school year.

Moved by: Mr. S. Masarath.

Seconded by: Dr. S. Wiley.

Discussions: Mr. Suzuk presented the proposal for staff accountability stipend for the 2024-2025 school year. The stipend will be paid in May. The maximum amount is \$1000 for full-time & \$500 for part-time employees. Proposal was approved unanimously.

X. Approval of performance & retention stipends- Attachment F

Motion: To approve the performance and retention stipend policy for the 2024-2025 school year.

Moved by: Dr. S. Wiley.

Seconded by: Dr. O. Kizilkaya.

Discussions: Mr. Suzuk presented the updated performance and retention stipend policy for the 2024-2025 school year. The policy was revised and reviewed by legal counsel based on feedback from LAPCS to address previously identified issues. New performance metrics were added for K-3 teachers, and a requirement was introduced stating that staff must be employed at the time of payment in order to receive the stipends. The proposal was approved unanimously.

Closing Items

XI. Announcements

- i. Upcoming meetings: The next regular board meeting is scheduled for May 18, 2025.
- ii. LDOE new board member training: The Louisiana Department of Education (LDOE) is offering training sessions for new board members, which will fulfill the required annual training obligation. Two session options are available:

1. Monday, April 28, from 9:00–10:30 AM

2. Thursday, May 8, from 4:00–6:00 PM

The registration deadline is Wednesday, April 16, 2025.

- iii. Financial disclosure reminder: Mr. Suzuk reminded board members that all Louisiana charter school board members are required to file a Tier 3 Financial Disclosure Form with the Louisiana Board of Ethics by May 15, 2025.

XII. Adjournment

On a motion duly made and seconded by a vote of 4 in favor, 0 opposed, and 0 abstaining. The Board of Directors voted to adjourn the meeting.